

Sharon Public Library
11 North Main Street
Sharon, MA 02067

Substitute Library Assistant

The Substitute Library Assistant performs circulation and clerical work in connection with Circulation Services, and related activities. These include: processing delivery boxes, checking items in and out to patrons, uses library's computerized public access catalog and specialized circulation software to provide patron information, prepare exhibits and displays, and other tasks as required. The Library Assistant works under the general direction of the Circulation Supervisor.

This position does not have regular hours, it is a call in position when subs are needed.

Qualifications:

Associates' degree in liberal arts or related field or a combination of coursework or experience equivalent to a 2- year degree. Must have experience working with the general public in a customer service-oriented setting. Library circulation experience is preferred. Must have excellent computer skills, and proven ability to work as part of a team. Must be available to work some nights and Saturdays.

Salary: \$15.00 per hour, non-benefited position

If interested please send cover letter, resume and a list of references to Lee Ann Amend, Library Director via email to: Lamend@ocln.org